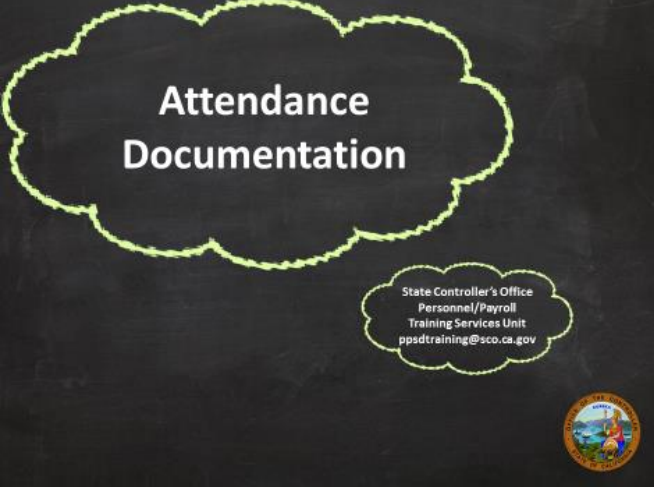
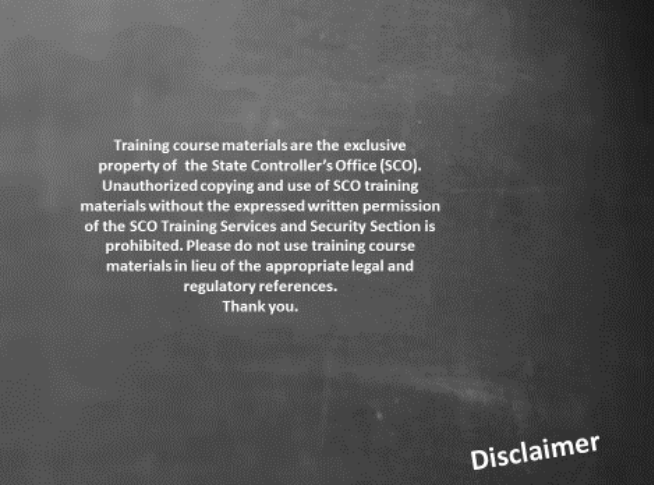
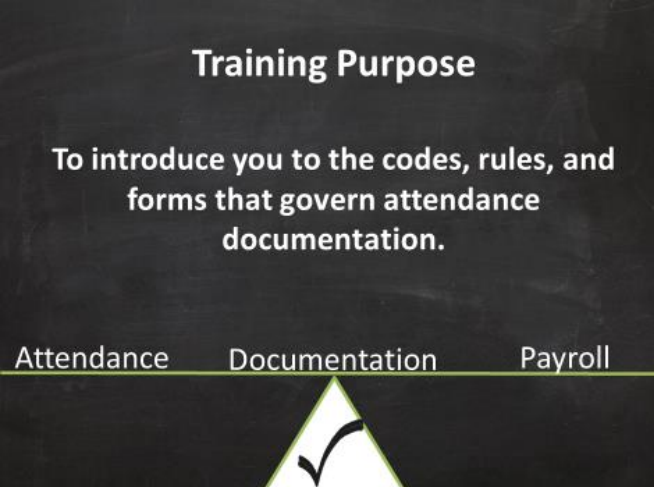
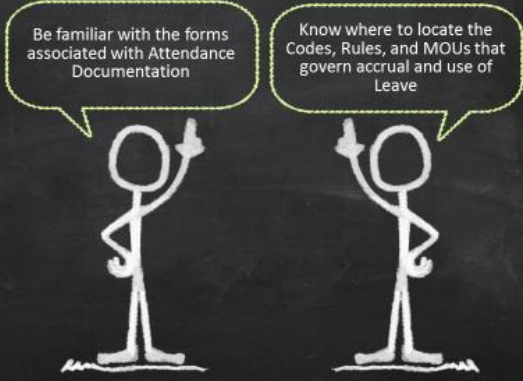


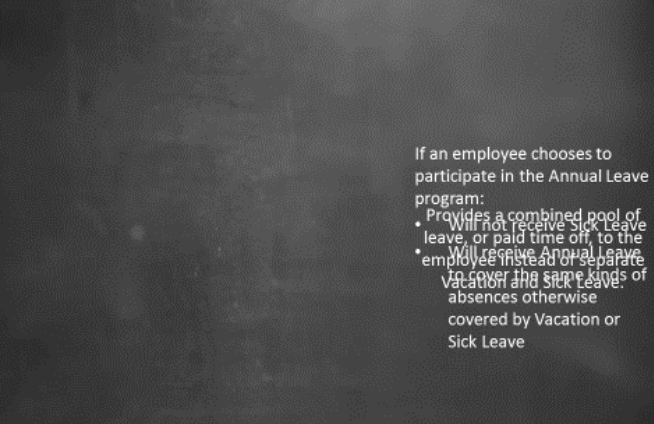
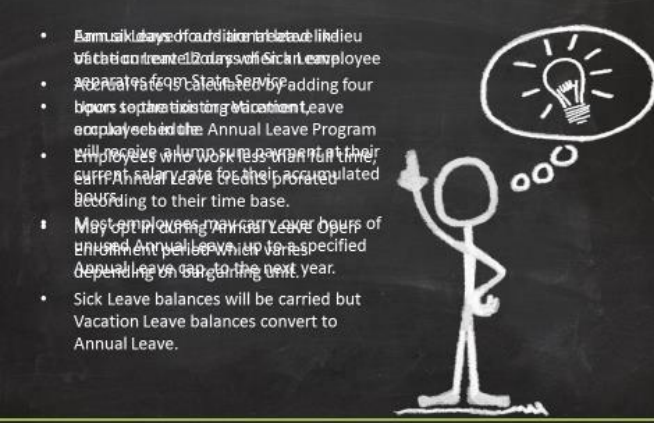




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1.		<p>Welcome to the State Controller's Office Attendance Documentation training.</p> <p>We hope you find this eLearning beneficial and relevant. Should you have problems viewing or playing this eLearning program, please contact the Personnel/Payroll Training Services Unit at <a href="mailto:ppsdtraining@sco.ca.gov">ppsdtraining@sco.ca.gov</a> to request assistance.</p>
2.		<p>Training course materials are the exclusive property of the State Controller's Office (SCO). Unauthorized copying and use of SCO training materials without the expressed written permission of the SCO Training Services and Security Section is prohibited.</p> <p>Please do not use training course materials in lieu of the appropriate legal and regulatory references.</p> <p>Thank you.</p>
3.		<p>The purpose of this training is to introduce you to the codes, rules, and forms that govern attendance documentation.</p> <p>As an additional job aid, we have provided a listing of the State Resource web-links referenced in this training. This job aid, as well as additional job aids, are located on the State Controller's Office website Statewide Training eLearning webpage.</p>

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4.	<p><b>Training Objectives</b></p> 	<p>At the completion of this course, you will:</p> <ul style="list-style-type: none"> <li>• Be familiar with the forms associated with Attendance Documentation</li> <li>• Know where to locate the Codes, Rules, and Memorandums of Understanding (or MOUs) that govern accrual and use of Leave</li> </ul>
5.	<p><b>California Code of Regulations 599.665</b></p> <hr/> <p>“Each appointing power shall keep complete and accurate time and attendance records for each employee and officer employed within the agency over which it has jurisdiction.”</p> 	<p>It is mandated by law that every agency and department with Civil Service employees must maintain accurate and timely attendance and leave accounting records.</p> <p>The California Code of Regulations 599.665, states that, “Each appointing power shall keep complete and accurate time and attendance records for each employee and officer employed within the agency over which it has jurisdiction.”</p>
6.	<p><b>Types of Leave and Work Schedules</b></p> <p><b>3 Primary Leave Types</b></p> <ul style="list-style-type: none"> <li>Sick Leave</li> <li>Vacation Leave</li> <li>Annual Leave</li> </ul> 	<p>To ensure accurate attendance records, it is important to understand the different types of leave available to Civil Service employees.</p> <p>Civil Service employees are eligible for many types of leave benefits. Information about these leave benefits may be found in the California Code of Regulations and in the various Memorandums of Understanding, also known as Bargaining Contracts.</p> <p>In this training we will discuss three primary leave types eligible to employees: Sick Leave, Vacation Leave, and Annual Leave.</p>

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7.	<p style="text-align: center;"><b>Sick Leave</b></p>	<p>Sick leave is the amount of paid time off an employee may use when they are unable to work due to their own illness or to attend to the illness of family members (as defined in the California Code of Regulations 599.745 and 599.745.1 or the applicable Memorandum of Understanding).</p> <p>The accrual rate for full-time employees is different than the accrual rate for less than full-time employees.</p> <p>Full-time employees accrue 8 hours per month, after completing their first month on the job. Unused Sick Leave may be carried over each year.</p> <p>For employees with Less Than Full-Time Employment, Sick Leave accrual varies by the employee type, for example:</p> <ul style="list-style-type: none"> <li>Intermittent employees, or employees who are paid by the hour, accrue 8 hours of Sick Leave, on the first day of the monthly pay period following completion of each period of 160 hours. The hours or days worked in excess of 160 hours in a monthly pay period, is not counted or accumulated.</li> <li>Fractional, or employees who work a part-time schedule, accrue a prorated amount of Sick Leave dependent on their fractional time base.</li> </ul> <p>If an employee holds a position in addition to other full-time employment with the State, the employee shall not receive any Sick Leave from the additional position.</p> <p>But, when an employee holds two or more, less than full-time positions with the State, the time worked in each position shall be combined to determine Sick Leave accruals. The accrual shall not exceed full-time employment accrual. At no time can an employee receive more than 8 hours of paid Sick Leave per pay period.</p>
8.	<p style="text-align: center;"><b>Vacation Leave</b></p>	<p>Vacation Leave is paid time off an employee accrues in addition to Sick Leave. The Vacation Leave an employee may accrue and use is based on an employee's time base, job classification, collective bargaining identification designation, bargaining unit, and work week group.</p> <p>Most employees may carry over hours of unused Vacation Leave, up to a specified Vacation Leave cap, to the next year.</p> <p>Upon separation or retirement, employees in the Vacation Leave program will receive a lump sum payment at their current salary rate, for their accumulated hours.</p>



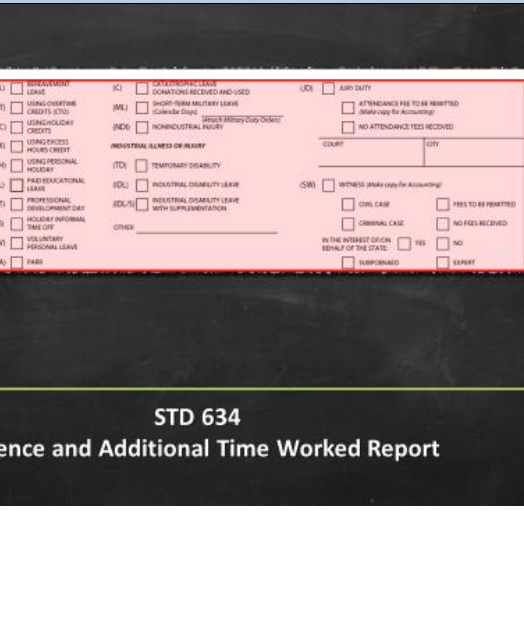
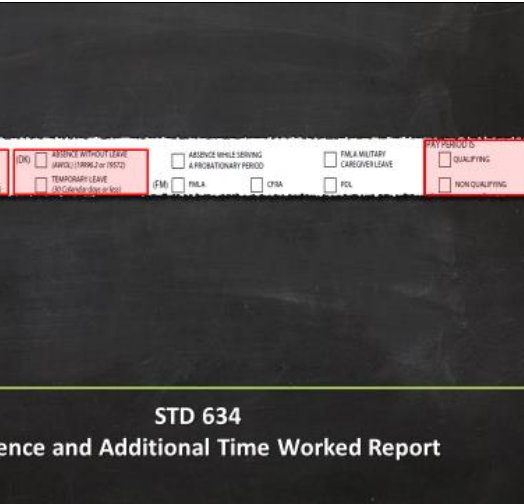
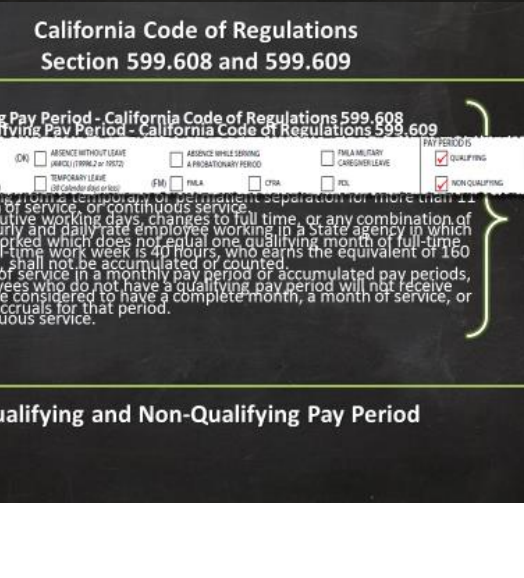
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9.	 <p>If an employee chooses to participate in the Annual Leave program:</p> <ul style="list-style-type: none"> <li>• Provides a combined pool of leave, or paid time off, to the employee instead of separate Vacation and Sick Leave</li> <li>• Will not receive Sick Leave</li> <li>• Will receive Annual Leave to cover the same kinds of absences otherwise covered by Vacation or Sick Leave</li> </ul> <p><b>Annual Leave</b></p>	<p>Annual Leave provides a combined pool of leave, or paid time off, to the employee instead of separate Vacation Leave and Sick Leave.</p> <p>If an employee chooses to participate in the Annual Leave Program, they will not receive Sick Leave, but instead will receive Annual Leave to cover the same kinds of absences that otherwise would be covered by Vacation Leave or Sick Leave.</p>
10.	 <ul style="list-style-type: none"> <li>• Annual leave accrual rate is calculated in lieu of the current rate of Sick Leave</li> <li>• Accrual rate is calculated by adding four hours to the existing Vacation Leave accrual schedule</li> <li>• Employees who work less than full time, earn Annual Leave credits prorated according to their time base.</li> <li>• Most employees may carry over hours of unused Annual Leave, up to a specified Annual Leave cap, to the next year.</li> <li>• Sick Leave balances will be carried but Vacation Leave balances convert to Annual Leave.</li> </ul> <p><b>Annual Leave (Cont.)</b></p>	<p>Each year, employees enrolled in the Annual Leave Program earn six days of additional leave in lieu of the current 12 days of Sick Leave. The accrual rate is calculated by adding four hours to the existing Vacation Leave accrual schedule. Employees who work less than full time, earn Annual Leave credits prorated according to their time base.</p> <p>Employees may opt into the Annual Leave Program during the Annual Leave Open Enrollment period, which varies depending on the employee's bargaining unit. Note that if an employee who previously accrued Vacation Leave and Sick Leave opts into the Annual Leave Program, Sick Leave balances will be carried but Vacation Leave balances will be converted to Annual Leave.</p> <p>Annual Leave hours are treated like Vacation Leave hours when an employee separates from State Service. Upon separation or retirement, employees in the Annual Leave Program will receive a lump sum payment at their current salary rate for their accumulated hours.</p> <p>Most employees may carry over hours of unused Annual Leave, up to a specified Annual Leave cap, to the next year.</p> <p>To learn more about leave benefits as they pertain to individual classifications, refer to the California Code of Regulations and the applicable Memorandums of Understanding. All links referenced in this training are provided at the end of this presentation.</p>

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11.	 <p>Vacation vs Annual Leave Comparison Chart</p>	<p>For more information on Vacation Leave vs Annual Leave, please visit the CalHR website at <a href="http://www.calhr.ca.gov">www.calhr.ca.gov</a>.</p>
12.	 <p>Employee Work Schedules</p>	<p>It is important to be aware of the different types of employee work schedules when documenting attendance.</p>
13.	 <p><b>Alternate Work Schedules</b></p> <ul style="list-style-type: none"> <li><b>4/10/40</b> <ul style="list-style-type: none"> <li>Many departments and agencies offer flexible work hours and schedules to employees.</li> <li>Eligibility can vary.</li> <li>Subject to department or agency approval and may be cancelled at any time.</li> </ul> <p>An employee works the required 40-hour minimum work week in four 10-hour days between Monday and Friday.</p> </li> <li><b>5/40</b> <p>Monday to Friday 5-day 40-hour work week</p> </li> <li><b>9/8/80</b> <p>An employee works eight 9-hour days and one 8-hour day in a two-week period with one day off every other week that corresponds with the 8-hour day.</p> </li> </ul>	<p>Most full-time employees are enrolled in a "Regular Work Schedule". This means that the employee works a standard Monday to Friday, 5-day, 40-hour work week. However, many departments and agencies offer flexible work hours and schedules to employees.</p> <p>Eligibility for alternate work schedules can vary. Check with your department's Personnel Office for more information on alternative work schedule policy and options.</p> <p>Alternatives to the Regular Work Schedule (5-day, 40-hour work week) are:</p> <ul style="list-style-type: none"> <li>The 4/10/40 schedule where the employee works the required 40-hour minimum work week in four 10-hour days between Monday and Friday.</li> <li>The 9/8/80 schedule where an employee works eight 9-hour days and one 8-hour day in a two-week period, with one day off every other week that corresponds with the 8-hour day.</li> </ul> <p>Employees who are approved for a 9/8/80 work week will be required to adjust their work week to ensure that they do not work over 40 hours in any consecutive seven-day period.</p>

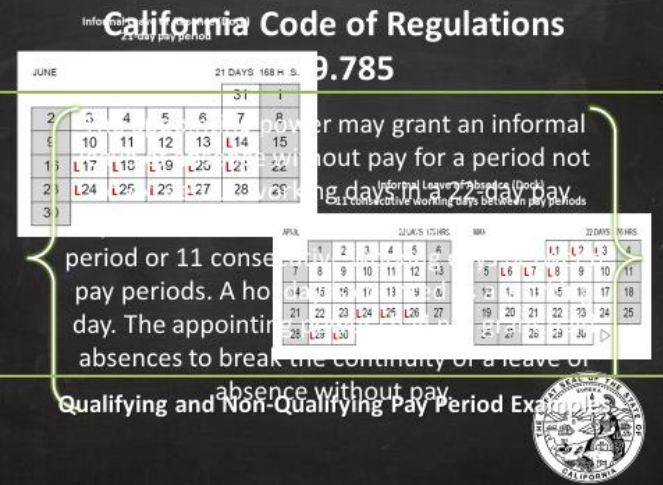
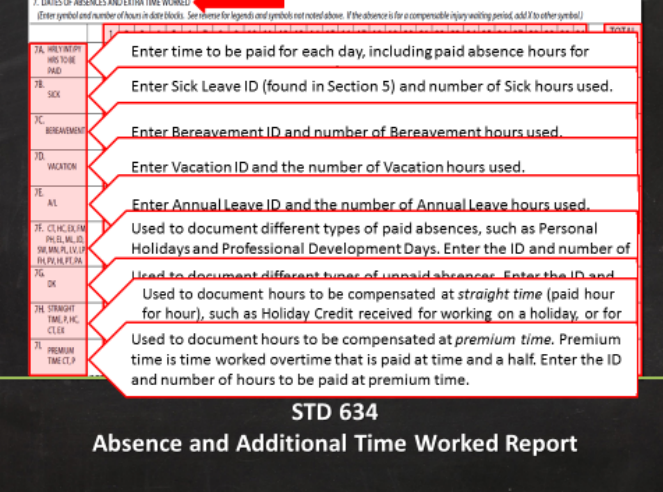
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		<p>Remember, an Alternative Work Week Schedule does not change the number of hours worked in a work week; employees are still working full time at 40 hours a week.</p> <p>To learn more about the Alternative Work Policy, to view Alternative Work calendars, and to review applicable Memorandums of Understanding, please visit the CalHR website. Remember, all links are provided at the end of this presentation.</p>
14.	 <p><b>NEGATIVE ATTENDANCE</b></p> <p>Employees whose warrants are written PRIOR to the close of the pay period.</p> <p>Payment is based on ANTICIPATED time worked after Master Payroll cutoff through the end of the pay period. Employees are in Roll Codes 1 (monthly) and 2 (semi-monthly).</p> <p><b>POSITIVE ATTENDANCE</b></p> <p>Employees whose regular payroll warrants are written after the close of the pay period.</p> <p>Payments are made based on actual time worked that is reported on a time sheet and keyed by the department. If the department fails to key time worked, no pay will issue.</p> <p>Positive Attendance employees are in Roll Codes 3 – 8, which are hourly, daily, semi-monthly, and bi-weekly positive paid pay frequencies.</p> <p><b>Attendance Types</b></p>	<p>When documenting attendance there are two types of attendance that you should be aware of:</p> <ul style="list-style-type: none"> <li>The first type is referred to as Negative Attendance. "NEGATIVE" attendance is the reference term for employees whose warrants are written PRIOR to the close of the pay period. Payment is based on ANTICIPATED time worked after Master Payroll cutoff through the end of the pay period. Those employees make up Roll Codes 1 (monthly) and 2 (semi-monthly).</li> <li>The second type is referred to as Positive Attendance. "POSITIVE" attendance is the reference term for employees whose regular payroll warrants are written after the close of the pay period. Payments are made based on actual time worked that is reported on a time sheet and keyed by the department. If the department fails to key time worked, no pay will issue. There is no "automatic" issuing of payments for positive paid employees. Positive Attendance employees are in Roll Codes 3 – 8, which are hourly, daily, semi-monthly, and bi-weekly positive paid pay frequencies.</li> </ul> <p>For reporting purposes it is important to remember that Negative or Positive attendance is determined by the employee pay rate (hourly, daily, or monthly), pay frequency (monthly, semi-monthly, or biweekly) and categorized by a Roll Code.</p>
15.	 <p><b>NEGATIVE ATTENDANCE</b></p> <p>Non-intermittent employees, employees who work a full-time schedule, are on negative attendance and submit exceptions on their timesheets.</p> <p>Time used or overtime worked.</p> <p><b>POSITIVE ATTENDANCE</b></p> <p>Intermittent employees, or employees who work periodically or for a fluctuating portion of the full-time work schedule (Government Code 18552), are on positive attendance and submit their actual hours worked on their timesheets.</p> <p><b>Attendance Types</b></p>	<p>It is important to note that Negative Attendance employees complete timesheets differently from Positive Attendance employees.</p> <p>Non-intermittent employees, employees who work a full-time schedule, are on negative attendance and submit exceptions on their timesheets. Examples of exceptions are time used or overtime worked.</p> <p>Intermittent employees, or employees who work periodically or for a fluctuating portion of the full-time work schedule (Government Code 18552), are on positive attendance and submit their actual hours worked on their timesheets.</p>

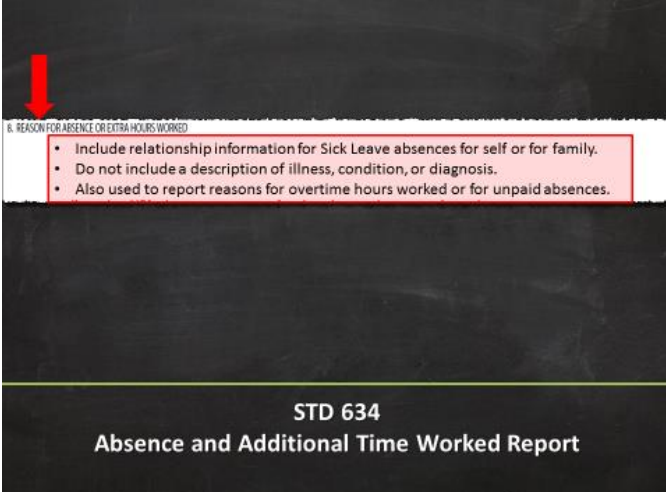
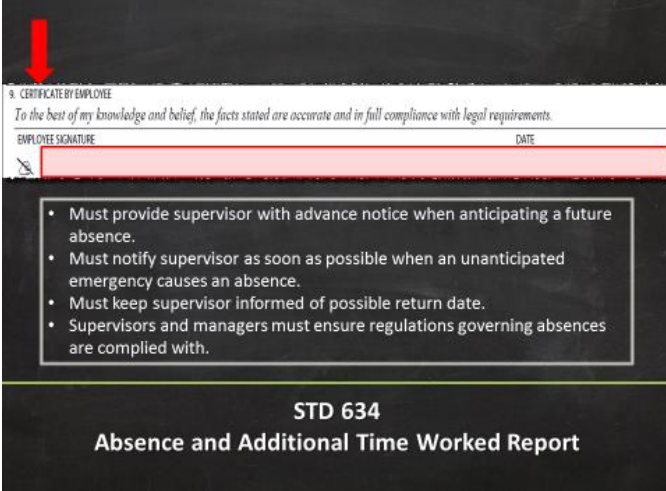
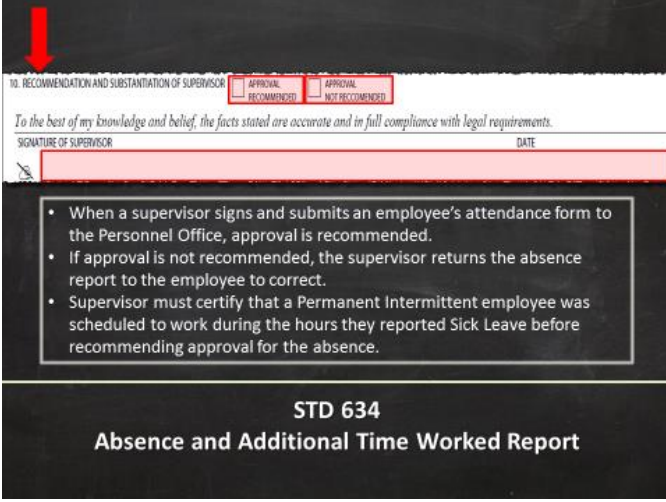



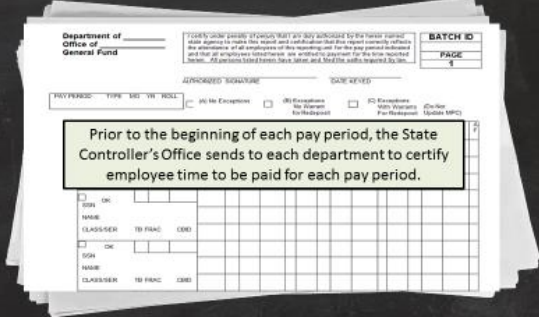
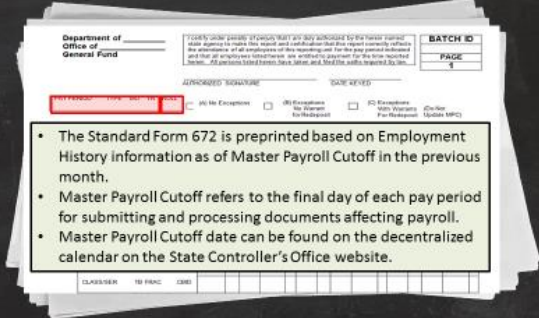
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16.		<p>Each department or agency has the responsibility to ensure they maintain Accurate and Timely Attendance Documentation. This involves careful review of all employee attendance forms.</p> <p>Please note that some of the forms mentioned in this training may not be utilized by your Department or Agency. In this case, substitute the form referenced here, with the form used by your department.</p>
17.		<p>The Standard Form 634, Absence and Additional Time Worked (or an equivalent of the Standard 634) is the attendance form employees use to record time worked and/or used.</p> <p>Standard Form 634 can be found on the Department of General Services website under the “Forms Directory” link.</p> <p>Each pay period, all Civil Service employees must submit an attendance form. Supervisors and managers are responsible for reviewing each employee’s attendance record for completeness and accuracy prior to signing. Errors or missing information must be corrected prior to submitting to the department’s Personnel Office.</p> <p>If the employee’s attendance record is determined to have errors, or it is determined that the employee has insufficient leave balances for a leave type used, the attendance record must be amended.</p>
18.		<p>The Standard Form 634 is divided into 13 sections. For the purposes of this training we will cover sections 1-10. We will not address sections 11-13 as these sections are ONLY completed by your Personnel Office and relate to Disability Compensation and official departmental reviews and approvals.</p> <p>All sections must be complete to ensure the accurate processing of employee pay.</p> <ul style="list-style-type: none"> <li>Section 1: Enter information on Pay Period, Time Base, Work Week Group, Collective Bargaining Identification Designation, and Alternative Work Week Schedule</li> <li>Section 2: Enter Employee Name</li> <li>Section 3: Enter Employee ID (or Social Security Number)</li> <li>Section 4: Enter Employee Position Number</li> </ul>

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19.	 <p><b>STD 634</b> <b>Absence and Additional Time Worked Report</b></p>	<ul style="list-style-type: none"> <li>Section 5: Enter absences with pay.</li> </ul> <p>Check the boxes that correspond to types of paid leave used during the pay period. Each leave type is designated an ID which is used in Section 7.</p> <p>The first column of Section 5 lists commonly used leave types: Sick Leave, Furlough Hours, Personal Leave Program for 2012 and 2010, Personal Leave for 2003, Personal Leave, Annual Leave, and Vacation. Notice there are two Sick Leave options – Sick Leave Self and Sick Leave Family Illness. For transaction keying, it is important that the correct box is checked. Additionally, this information will be referenced in both Sections 7 and 8 of the 634.</p> <p>The remaining columns in Section 5 list occasionally used leave types, including Industrial Illness or Injury boxes for Temporary Disability, Industrial Disability Leave, and Industrial Disability Leave with Supplementation.</p>
20.	 <p><b>STD 634</b> <b>Absence and Additional Time Worked Report</b></p>	<ul style="list-style-type: none"> <li>Section 6: Enter absences without pay and if the pay period is qualifying or non-qualifying.</li> </ul> <p>Check the boxes that correspond to types of unpaid leave used during the pay period. Each unpaid leave type is designated an ID which is used in Section 7.</p> <p>Checking whether or not the unpaid leave is approved is important. Informal Leave Granted, also called DOCK, is an approved unpaid absence. Absence without pay, also called AWOL, is an unapproved unpaid absence.</p>
21.	<p><b>California Code of Regulations</b> <b>Section 599.608 and 599.609</b></p>  <p><b>Qualifying and Non-Qualifying Pay Period</b></p>	<p>Check the box indicating if it is a qualifying or non-qualifying pay period.</p> <p>According to the California Code of Regulations section 599.608 and 599.609:</p> <p>A qualifying pay period means:</p> <ul style="list-style-type: none"> <li>That a full-time employee who has 11 or more working days of service in a monthly pay period, shall be considered to have a complete month, a month of service, or continuous service.</li> <li>An hourly and daily rate employee working in a State agency in which the full-time workweek is 40 hours, who earns the equivalent of 160 hours of service in a monthly pay period or accumulated pay periods, shall be considered to have a complete month, a month of service, or continuous service.</li> </ul> <p>A non-qualifying pay period means:</p> <ul style="list-style-type: none"> <li>An employee who has a break in service, absences from State Service resulting from a temporary or permanent</li> </ul>

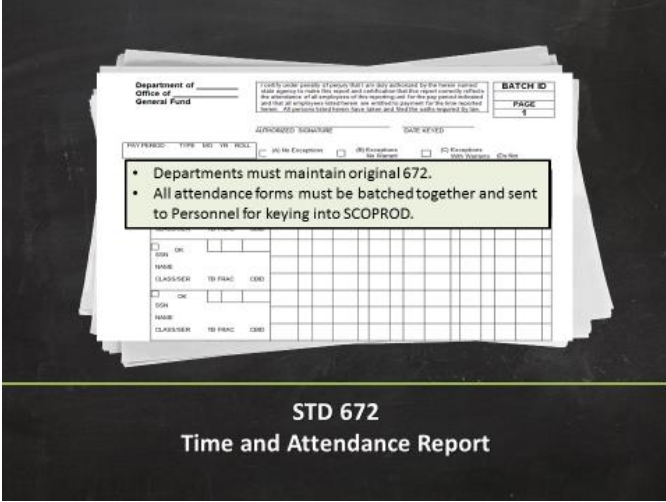
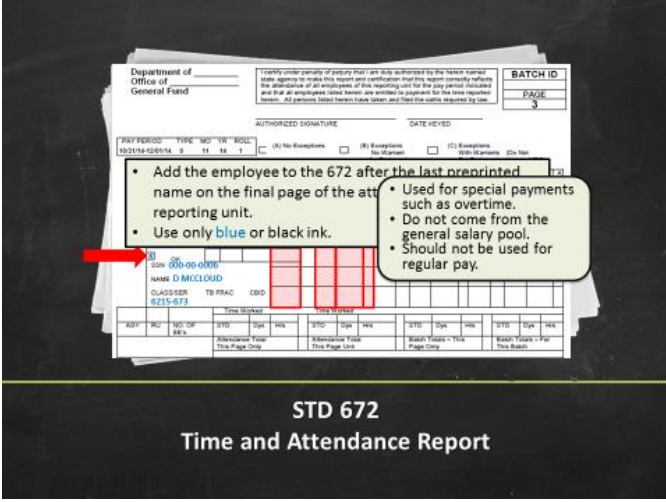


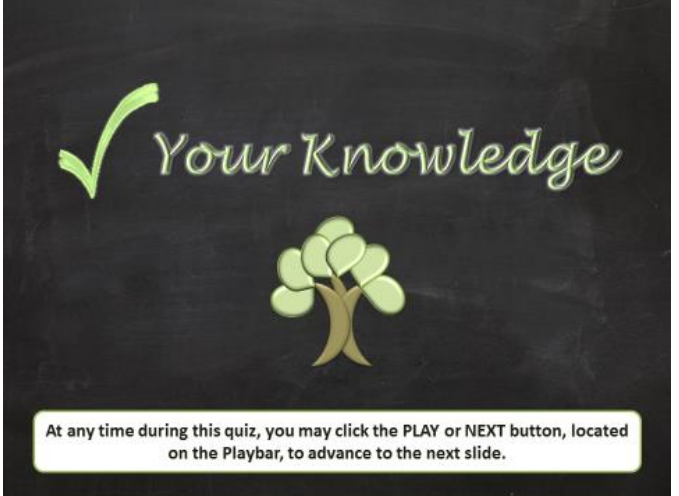
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		<p>separation for more than 11 consecutive working days, changes to full time, or any combination of time worked which does not equal one qualifying month of full-time service, shall not be accumulated or counted.</p> <ul style="list-style-type: none"> <li>Employees who do not have a qualifying pay period will not receive leave accruals for that period.</li> </ul>
22.		<p>Note that per California Code of Regulations 599.785, “The appointing power may grant an informal leave of absence without pay for a period not to exceed 11 working days in a 22-day pay period or 10 working days in a 21-day pay period or 11 consecutive working days between pay periods. A holiday is counted as a working day. The appointing power shall not grant paid absences to break the continuity of a leave of absence without pay.</p> <p>Here you see an example of an Informal Leave of Absence, or Dock, in a 21-day pay period and an Informal Leave of Absence, or Dock, with 11 consecutive working days between pay periods.</p>
23.		<p>Section 7: Enter dates of absences and extra hours worked.</p> <p>Notice that Section 7 is divided into nine rows, rows 7A-7I, identified by the various leave types. Section 7 also has 31 numbered columns indicating the days in each pay period. Finally, there is a total column to calculate the total hours used in each row.</p> <ul style="list-style-type: none"> <li>In Row 7A enter time to be paid for each day, including paid absence hours for intermittent or part-time employees.</li> <li>In Row 7B enter Sick Leave ID (found in Section 5) and number of Sick hours used.</li> <li>In Row 7C enter Bereavement ID and number of Bereavement hours used.</li> <li>In Row 7D enter Vacation ID and the number of Vacation hours used.</li> <li>In Row 7E enter Annual Leave ID and the number of Annual Leave hours used.</li> <li>Row 7F is used to document different types of paid absences, such as Personal Holidays and Professional Development Days. Enter the ID and number of hours or units used for the type of absence.</li> <li>Row 7G is used to document different types of unpaid absences. Enter the ID and number of hours used for the type of absence.</li> <li>Row 7H is used to document hours to be compensated at <i>straight</i> time. Straight time is compensated hour for hour with either pay or some type of leave credits. One example is overtime hours which can be paid at straight time if the employee has worked less than 40 hours in the work week. Enter the ID and number of hours to be paid at straight time.</li> </ul>

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		<ul style="list-style-type: none"> <li>Row 71 is used to document hours to be compensated at <i>premium</i> time. Premium time is overtime worked which is compensated at time and a half because the employee has worked more than 40 hours in the work week. Enter the ID and number of hours to be paid at premium time.</li> </ul>
24.		<ul style="list-style-type: none"> <li>Section 8: Enter reason for absences and extra hours worked.</li> </ul> <p>For example, relationship information for Sick Leave absences (such as family sick or sick-self) would be included in this section. Do not include a description of illness, condition, or diagnosis.</p> <p>This section is also used to report reasons for overtime hours worked or for unpaid absences.</p>
25.		<ul style="list-style-type: none"> <li>Section 9: Employee's Responsibility and Signature</li> </ul> <p>It is the employee's responsibility to review, sign, and submit their attendance form to their supervisor or manager each pay period.</p> <p>Employees must give their supervisor advance notice when they anticipate a future absence. When an unanticipated emergency causes the absence, the employee must notify their supervisor as soon as possible, and keep their supervisor informed as to the possible date of return.</p> <p>Supervisors and managers are responsible for ensuring that their employees comply with the regulations governing absence from work.</p>
26.		<ul style="list-style-type: none"> <li>Section 10:</li> </ul> <p>Supervisors and managers must review and sign their employee's attendance form.</p> <p>This section also has two checkboxes, Approval Recommended and Approval Not Recommended. The supervisor may or may not utilize these boxes. It is understood that when a supervisor signs and submits an employee's attendance form to the Personnel Office, approval is recommended. If approval is not recommended, the supervisor returns the absence report to the employee to correct.</p> <p>The supervisor is also responsible for certifying that an Intermittent employee's time is noted accurately and accounts for the hours the employee is scheduled to work.</p>

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27.	<p style="text-align: center;"><b>California Code of Regulations 599.665</b></p> <p style="text-align: center;">“Each appointing power shall keep complete and accurate time and attendance records for each employee and officer employed within the agency over which it has jurisdiction.”</p> 	<p>Remember, it is mandated by law that every agency and department with Civil Service employees must maintain accurate and timely attendance and leave accounting records.</p> <p>The California Code of Regulations 599.665, states that, “Each appointing power shall keep complete and accurate time and attendance records for each employee and officer employed within the agency over which it has jurisdiction.”</p>
28.	 <p style="text-align: center;"><b>STD 672 Time and Attendance Report</b></p>	<p>Now we are ready to go over another attendance form, the 672.</p> <p>Per the Payroll Procedures Manual (PPM), Section D 003, Time and Attendance Report Form 672, “Form 672 will be sent to each department, prior to the beginning of each pay period.” However, some departments have requested not to receive this tool.</p> <p>In this training we are referencing the 672 to demonstrate an example of an attendance documentation process flow.</p>
29.	 <p style="text-align: center;"><b>STD 672 Time and Attendance Report</b></p>	<p>The Standard Form 672 (commonly referred to as the 672) is preprinted based on Employment History information as of Master Payroll cutoff in the previous month. Master Payroll cutoff refers to the final day of each pay period for submitting and processing documents affecting payroll. The Master Payroll cutoff date can be found on the decentralized calendar on the State Controller’s Office website.</p> <p>Some items preprinted on the 672 are:</p> <ul style="list-style-type: none"> <li>• Pay Period Information (Type, Month, Year)</li> <li>• Roll Code</li> <li>• Social Security Number</li> <li>• Employee Initials and Last Name</li> <li>• Position Number</li> <li>• Time-base Fraction, and</li> <li>• CBID</li> </ul> <p>The State Controller’s Office sends separate 672s for each Pay Period Type, Agency Code, Reporting Unit Code, and Roll Code. On the 672, employees are sorted by ascending class code, then serial number, then Social Security Number.</p>




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30.	 <p style="text-align: center;"><b>STD 672</b> <b>Time and Attendance Report</b></p>	<p>The 672 has three uses:</p> <ul style="list-style-type: none"> <li>To certify attendance for <b>Negative Attendance</b> employees. Remember these employee warrants are written prior to close of the pay period. When the 672 arrives, it is only used to certify the attendance of the negative attendance employees.</li> <li>To prepare <b>Positive Attendance</b> payroll. Remember these employees' warrants are written after the close of the pay period and after the employee has worked all the hours they will in the pay period. The 672 is used to prepare the payroll for these employees.</li> <li>To process Overtime, Shift Differential, and other types of positive pay.</li> </ul> <p>After completing the 672 for each pay period, departments must maintain the original copy. Departments are not required to keep day-by-day detail of time worked, unpaid absences, and overtime on the detail side of the 672 (which is not shown here) as long as it is listed on other attendance form documentation, such as the 634.</p> <p>The 672, and all other attendance forms, are batched together and sent to personnel for keying into the SCO production system (also known as SCOPROD).</p>
31.	 <p style="text-align: center;"><b>STD 672</b> <b>Time and Attendance Report</b></p>	<p>If an employee's name does not appear preprinted on the 672, they will need to be added to the form.</p> <p>Add the employee to the 672 form after the last preprinted name on the final page of the attendance for the reporting unit.</p> <p>Use blue or black ink only.</p> <p>Print the employee's Social Security Number, Name, and Class Code.</p> <p>Enter an "X" in the indicator box.</p> <p>Enter the type of time used in the Earnings ID column, the hours used in the Hours column, and/or rate in the Rate column.</p> <p>If applicable, enter an Alternative Fund code in the AF column.</p> <p>The Alternative Fund column is used for special payments such as overtime. Alternative funds do not come from the general salary pool and should not be used for regular pay.</p> <p>Attendance must be certified on a separate line entry for each employee by Position Number, Time Base, and if required, Salary Rate.</p>

pg	Slide	Content
32.	 <p>       • Certifying attendance for Negative paid employees.        • Reviewing a monthly leave activity report.        • Comparing the 672 with a monthly leave activity report to confirm that employees' current beginning balances for the pay period match ending balances of the previous pay period.        • Comparing the 672 with employees' attendance form.        • Transcribing leave balance usage from attendance form to the 672.     </p>	<p>To comply with California Code of Regulations 599.665, agencies and departments are responsible for maintaining accurate and timely leave accounting records. Therefore, it is important to reconcile all attendance documentation.</p> <p>Timekeeping reconciliation steps may include:</p> <ul style="list-style-type: none"> <li>• Certifying attendance for Negative paid employees.</li> <li>• Reviewing a monthly leave activity report.</li> <li>• Comparing the 672 with a monthly leave activity report. Comparing this information helps to confirm that employees' beginning balances for the current pay period match the ending balances of the previous pay period.</li> <li>• Comparing the 672 with the employee's attendance form (or Standard Form 634) and then transcribing Leave Balance usage from 634 to the 672.</li> </ul>
33.	 <p>       California Department of Human Resources        Memorandum        TO: Personnel Management Liaisons (PML)        SUBJECT: Accurate and Timely Leave Accounting        REFERENCE NUMBER: 2015-007        DATE ISSUED: 02/26/15        SUPERSEDES:        PML 2015-007        Accurate and Timely Leave Accounting     </p>	<p>In this training, you were introduced to the concepts related to how attendance is documented in State agencies and departments and the codes and rules that govern attendance documentation.</p> <p>In the next training, Attendance Reconciliation, you will learn how to reconcile your attendance documentation.</p> <p>The Attendance Reconciliation Training will cover PML, or Personnel Management Liaisons, memorandum number 2015-007, Accurate and Timely Leave Accounting. This memorandum, issued February 26, 2015, is to provide direction to all departments regarding their responsibility to maintain accurate and timely leave accounting records.</p>
34.	 <p>       ✓ Your Knowledge        At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.     </p>	<p>Now let's see what you've learned so far!</p> <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>

pg	Slide	Content
35.	<p>Answer True or False to the following question:  <b>California Code of Regulations (CCR) 599.665 mandates that every agency and department with Civil Service employees must maintain accurate and timely attendance and leave accounting records.</b></p> <p><input type="radio"/> A) True  <input type="radio"/> B) False</p> <p><input type="checkbox"/> Congratulations, you are correct!  Click anywhere to continue.</p> <p><input type="checkbox"/> That answer is incorrect!  Click clear to reset and try again.</p> <p><input type="checkbox"/> The correct answer is:</p> <p>Submit Clear</p>	<p>Answer True or False to the following question:</p> <p>California Code of Regulations (CCR) 599.665 mandates that every agency and department with Civil Service employees must maintain accurate and timely attendance and leave accounting records.</p> <p><b>True or False</b></p>
36.	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <p>Column 1</p> <p><input type="checkbox"/> Sick Leave  <input type="checkbox"/> Annual Leave  <input type="checkbox"/> Vacation Leave</p> <p>Column 2</p> <p>A. An amount of paid time off an employee accrues in addition to Sick Leave</p> <p>B. The amount of paid time off an employee may use when they are unable to work due to illness of self or a family member as defined in the California Code of Regulations or applicable Memorandum of Understanding.</p> <p>C. Provides a combined pool of leave, or paid time off, to the employee instead of separate Vacation and Sick Leave.</p> <p><input type="checkbox"/> Congratulations, you are correct!  Click anywhere to continue.</p> <p><input type="checkbox"/> That answer is incorrect!  Click clear to reset and try again.</p> <p><input type="checkbox"/> The correct answer is:</p> <p>Submit Clear</p>	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <p><b>Column 1</b></p> <ul style="list-style-type: none"> <li>Sick Leave</li> <li>Annual Leave</li> <li>Vacation Leave</li> </ul> <p><b>Column 2</b></p> <ul style="list-style-type: none"> <li>An amount of paid time off an employee may use when they are unable to work due to illness of self, or a family member as defined in the California Code of Regulations or applicable Memorandum of Understanding</li> <li>Provides a combined pool of leave, or paid time off, to the employee instead of separate Vacation and Sick Leave</li> <li>An amount of paid time off an employee accrues in addition to Sick Leave</li> </ul>
37.	<p>Answer True or False to the following question:  <b>Employees may opt into the Annual Leave Program during the Annual Leave Open Enrollment period which varies depending on an employee's Bargaining Unit.</b></p> <p><input type="radio"/> A) True  <input type="radio"/> B) False</p> <p><input type="checkbox"/> Congratulations, you are correct!  Click anywhere to continue.</p> <p><input type="checkbox"/> That answer is incorrect!  Click clear to reset and try again.</p> <p><input type="checkbox"/> The correct answer is:</p> <p>Submit Clear</p>	<p>Answer True or False to the following question:</p> <p>Employees may opt into the Annual Leave Program during the Annual Leave Open Enrollment period which varies depending on an employee's Bargaining Unit.</p> <p><b>True or False</b></p>



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38.	<div><p>Type a letter in Column 1 that best matches the description shown in Column 2.</p><table><thead><tr><th>Column 1</th><th>Column 2</th></tr></thead><tbody><tr><td><div><div>B</div>Regular Work Week Schedule</div></td><td>A. 8, 9-hour days &amp; 1, 8-hour day in a 2 week period with 1 day off every other week that corresponds with the 8-hour day</td></tr><tr><td><div><div>A</div>9/8/80 Alternate Work Week Schedule</div></td><td>B. Monday - Friday, 40 hours a week</td></tr><tr><td><div><div>C</div>4/10/40 Alternate Work Week Schedule</div></td><td>C. Monday - Friday, 4, 10-hour days a week</td></tr></tbody></table><div><div><div><div></div></div><div>Congratulations, you are correct! Click anywhere to continue.</div></div><div><div></div><div>That answer is incorrect! Click clear to reset and try again.</div></div></div><div><div><div>The correct answer is:</div><div></div></div><div><div>Submit</div><div>Clear</div></div></div></div>	Column 1	Column 2	<div><div>B</div>Regular Work Week Schedule</div>	A. 8, 9-hour days & 1, 8-hour day in a 2 week period with 1 day off every other week that corresponds with the 8-hour day	<div><div>A</div>9/8/80 Alternate Work Week Schedule</div>	B. Monday - Friday, 40 hours a week	<div><div>C</div>4/10/40 Alternate Work Week Schedule</div>	C. Monday - Friday, 4, 10-hour days a week	<p>Type a letter in Column 1 that best matches the description shown in Column 2.</p> <p><b>Column 1</b></p> <ul style="list-style-type: none"><li>Regular Work Week Schedule</li><li>9/8/80 Alternate Work Week Schedule</li><li>4/10/40 Alternate Work Week Schedule</li></ul> <p><b>Column 2</b></p> <ul style="list-style-type: none"><li>Monday – Friday, 40 hours a week</li><li>8, 9-hour days &amp; 1, 8-hour day in a 2 week period with 1 day off every other week that corresponds with the 8-hour day</li><li>Monday – Friday, 4, 10-hour days a week</li></ul>				
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CalPERS State Reference Guide	<a href="http://www.calpers.ca.gov/index.asp?bcr/about/forms-pubs/er-pubs/manuals/state-ref-guide.xml">http://www.calpers.ca.gov/index.asp?bcr/about/forms-pubs/er-pubs/manuals/state-ref-guide.xml</a>																																																					
Civil Service Pay Scales	<a href="http://www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx">http://www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx</a>																																																					
Decentralized Payroll Calendars	<a href="http://www.sco.ca.gov/ppsd_decentral.html">http://www.sco.ca.gov/ppsd_decentral.html</a>																																																					
Department of Finance (DOF)	<a href="http://www.dof.ca.gov">http://www.dof.ca.gov</a>																																																					
Department of General Services (DGS)	<a href="http://www.dgs.ca.gov">http://www.dgs.ca.gov</a>																																																					
Merit Selection Manual: Policies and Procedures	<a href="http://spsb.ca.gov/hrs/manuals_tools.aspx">http://spsb.ca.gov/hrs/manuals_tools.aspx</a>																																																					
Office of Administrative Law (OAL)	<a href="http://www.oal.ca.gov">http://www.oal.ca.gov</a>																																																					
Payroll Procedures Manual (PPM)	<a href="http://www.sco.ca.gov/ppsd_ppm.html">http://www.sco.ca.gov/ppsd_ppm.html</a>																																																					
Personnel Action Manual (PAM)	<a href="http://www.sco.ca.gov/ppsd_pam.html">http://www.sco.ca.gov/ppsd_pam.html</a>																																																					
Personnel and Payroll Services Division (PPSD)	<a href="http://www.sco.ca.gov/ppsd_pps_payroll.html">http://www.sco.ca.gov/ppsd_pps_payroll.html</a>																																																					
SPB Lawbook	<a href="http://www.spsb.ca.gov/laws/lawbook.aspx">http://www.spsb.ca.gov/laws/lawbook.aspx</a>																																																					
SPB Policy Memos	<a href="http://www.spsb.ca.gov/laws/policymemo/policymemo.aspx">http://www.spsb.ca.gov/laws/policymemo/policymemo.aspx</a>																																																					
State Administrative Manual	<a href="http://www.spsb.ca.gov">http://www.spsb.ca.gov</a>																																																					
State Agency Health Benefits Procedures Manual	Request from CalPERS: <a href="http://www.calpers.ca.gov">http://www.calpers.ca.gov</a>																																																					
State Controller's Office (SCO)	<a href="http://www.sco.ca.gov">http://www.sco.ca.gov</a>																																																					
State Controller's Office Letters	<a href="http://www.sco.ca.gov/ppsd_sco_letters.html">http://www.sco.ca.gov/ppsd_sco_letters.html</a>																																																					
State Personnel Board (SPB)	<a href="http://www.spsb.ca.gov">http://www.spsb.ca.gov</a>																																																					
STD Forms Search	<a href="http://www.dgs.ca.gov">http://www.dgs.ca.gov</a>																																																					
Vacation vs Annual Leave Comparison Charts	<a href="http://www.calhr.ca.gov/employees/pages/vacation-vs-annual-leave-comparison-chart.aspx">http://www.calhr.ca.gov/employees/pages/vacation-vs-annual-leave-comparison-chart.aspx</a>																																																					
42.	<div><p>Click link to complete and print your training certificate <a href="https://cacontrollers.adobeconnect.com/a813820634/ecert/">https://cacontrollers.adobeconnect.com/a813820634/ecert/</a></p></div>	<p>This completes the State Controller's Office Attendance Documentation course.</p> <p>We thank you for your participation.</p>																																																				